



Finance Office Consolidation Newsletter

ISSUE 5

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PLEASE HELP US
COMMUNICATE
INFORMATION
ABOUT THE
FINANCE OFFICE
CONSOLIDATION
BY DISTRIBUTING
THIS NEWSLETTER
TO YOUR TEAMS!

Consolidation Information

The Finance Office Consolidation is underway. The Mountain and Eastern Finance Branches are closed and the Central Finance Branch (CFB) will close on June 30, 2010. Customers should refer to the *To-Be Customer Model* document on the Finance Office Consolidation Website (<http://www.corporateservices.noaa.gov/~finance/FO%20Consolidation.html>) to determine their new servicing Finance Branch.

How to Communicate with AOD

Contact Lists for the Eastern and Western Operation Branches have been created and are attached to the Finance Office (FO) Newsletter email and posted on the FO Consolidation Website listed above. The WesternOperations@noaa.gov address is to be used for all customers who are now serviced by the Western Operations Branch (WOB) in Seattle, WA. The EasternOperations@noaa.gov address is to be used for all customers who are now serviced by the Eastern Operations Branch (EOB) in Germantown, MD. Below are the addresses for the new Finance Branches:

Western Operations Branch (WOB)

Western Operations Branch- Bldg. I
7600 Sand Point Way NE
Seattle, WA 98115-6349

Note: When mailing documents to WOB, all documents can be sent in one envelope or to a specific point of contact as identified on the WOB Customer Contact List.

Eastern Operations Branch (EOB)

Eastern Operations Branch
Attn: <Insert Document Type>
20020 Century Blvd
Germantown, MD 20874

Note: When mailing documents to EOB, please indicate the document type on the address label when possible. For example, if a Travel Voucher is being sent to EOB, please indicate this by addressing it to "Eastern Operations Branch - Attn: Travel." If multiple document types are being mailed in one envelope, please separate the documents by type.

Key Activities

The following table highlights key activities for the Finance Office Consolidation.

Key Activity	Effective Date
AGO sends new Contracts and Purchase Orders for processing to new servicing Finance Branches	In Process
AGO performing modifications on existing Contracts and Purchase Orders to reflect the new servicing Finance Branches	In Process
Mountain Finance Branch (MFB) Line Offices/FMCs begin using the new servicing Finance Branch	Completed
PCS Transactions for the MFB and Eastern Finance Branch (EFB) processed at WOB	Completed
MFB Closure	Closed as of 2/28/10
EFB Line Offices/FMCs begin using the new servicing Finance Branch	Completed
EFB Closure	Closed as of 3/31/10
Central Finance Branch (CFB) Line Offices/FMCs begin using the new servicing Finance Branch	6/22/10
PCS Transactions for CFB and Eastern Operations Branch (EOB) transitioned to WOB	6/22/10
CFB Closure	6/30/10

Team Spotlight

This section of the newsletter will spotlight teams in the Accounting Operations Division (AOD).

Eastern Operation Branch– Commercial Payments Branch

- ◆ Processes payments for NOAA and Bureau of Industry and Security (BIS) contracts, purchase orders, utilities, leases, non-federal training, fleet card, bankcard, work orders, foreign currency, capital leases, FedEx, foreign student stipends, and miscellaneous payments. This includes one-time purchase orders, advance payment orders, recurring and non-recurring orders, and blanket purchase orders
- ◆ Prepares and distributes Form 1099s to all individuals and businesses receiving miscellaneous income from NOAA for services
- ◆ Responsible for processing payments in accordance with the Prompt Pay Act and following internal controls for invoice review, accruals, de-obligations, and monthly and year end closing

Western Operations Branch—Team A

- ◆ Processes payments for services, supplies, and materials commonly required to support the Department's programs (i.e. lab equipment, non-personal services, travel expenses, utilities, and vessel charters). In providing these services, this team examines vouchers and invoices, issues bills for receivables, receives and deposit receipts, pays various types of accounts payable documents, and enters other types of accounting transactions
- ◆ Team A is responsible for the following processes: Purchase Orders, Contracts, Travel, 1164's, and Inter Personnel Action (IPA's)

USEFUL LINKS

FINANCE OFFICE
CONSOLIDATION
WEBSITE:

[HTTP://
WWW.CORPORAT
ESERVICES.NOAA.
GOV/~FINANCE/
FO%
20CONSOLIDATIO
N.HTML](http://www.corporateservices.noaa.gov/~finance/fo%20consolidation.html)

Helpful Tips

This section of the newsletter will provide helpful tips for working with AOD.

Invoice and OF-347 Receiving Report Submission Checklist

- ◆ The chart below outlines the guidelines to assist in expediting payments on invoices submitted to AOD:

Invoices	
Section on Document	Instructions
Invoice Received	The Invoice Received field should indicate the date NOAA received the invoice from the vendor
Authorized Signature(s)	The Authorized Signature(s) must be written on the invoice or on the back of the OF-347 Receiving Report. Please print the name above the signature
Accounting Breakdown	The Accounting Breakdown for invoices must be recorded on the invoice or be included with the supporting documentation
OF-347 Receiving Report	
Date Received	The Date Received field should be the date the goods/services were received
Signature	The Signature field should be signed by an authorized party
Date	The Date field should be the date the Receiving Report was signed

Interest Penalties

- ◆ To avoid interest penalties, please send invoices to AOD in a timely manner to allow 3 days to process the invoices received.

Finance Office Workshop

- ◆ The Finance Office Workshops are a great way to learn about the Finance Office. Key topics include: year end instructions, accruals, and audit results.
- ◆ The next Finance Office Workshop is on July 28th and 29th from 1-4 pm (EST). Please contact Katy Carmel at katy.carmel@noaa.gov if you would like to attend.

Last Monthly Disbursement:

- ◆ To find out the date of the last monthly disbursement, access the General Ledger (GL) Calendar at: <http://www.corporateservices.noaa.gov/~cbs/ginfo.htm>
- ◆ Please submit invoices to the Finance Office at least 3 business days prior to the last disbursement date.
- ◆ At Quarter End, disbursements may not be processed for 7-10 business days.

Frequently Asked Questions

Please submit questions to FO_Consolidation@noaa.gov

USEFUL LINKS

FINANCE OFFICE WEBSITE:

[HTTP://
WWW.CORPOR
ATESERVICES.
NOAA.GOV/
~FINANCE](http://www.corporateservices.noaa.gov/~finance)

Q: How can I submit documents to the Finance Office?

A: All documents should be mailed to the Finance Branches using the address listed on page one of the newsletter under the "How Do I Communicate with AOD" section. Please be sure to mail the documents in a timely manner to allow the Finance Office ample time to process the documents.

There are a few exceptions to this rule: Inter-government Payment and Collections (IPACs), Inter Personnel Actions (IPAs), and Foreign Payments can be sent via email to EasternOperations@noaa.gov. If documents are sent via email the original documents **do not** need to be sent to AOD.

Q: What are AODs performance standards when customers submit documents to the Finance Branch?

A: Below are the performance standards when submitting documents to the Finance Branches:

Travel Vouchers: Processed within 3 Business Days of receipt if no problems are found

Invoice Processing: Invoices which are subject to the Prompt Pay Act (<http://www.fms.treas.gov/prompt/index.html>) will be processed accordingly

For invoices not subject to the Prompt Pay Act, the performance standard is 3 Business Days

Obligations: Processed within 3 Business Days of receipt of proper invoice

Q: Why am I receiving the Finance Office Consolidation Newsletter?

A: The Transition team worked with each Line Office CFO's to identify key Point of Contacts (POC).

We then worked with each POC to determine the FMC's for each Line Office to receive information regarding the Finance Office Consolidation. The purpose of our newsletter is to provide key and relevant information related to the upcoming Finance Office Consolidation. Please distribute this newsletter anyone who may find this information useful. If you need to add a contact to our distribution list, please send an email to FO_Consolidation@noaa.gov.

Q: How can my team be added to the Finance Office Consolation Newsletter Distribution List?

A: Please email your team's contact information to FO_Consolidation@noaa.gov. Their contacts will be to be added to the Finance Office Consolidation Newsletter distribution list.

Q: Can AOD make corrections to travel vouchers and notify us of the correction?

A: AOD can make corrections which will reduce the Travel Voucher. Once the voucher is audited and a minor change is needed, AOD will contact Client Services (ClientServices@noaa.gov) to have them reset/reduce the Travel Voucher, make the correction in Travel Manager, stamp the voucher 'CFS Adjustment' and email the preparer of the change.

Finance Office Staff Member Introduction

The purpose of this newsletter section is to introduce Finance Office Staff Members to our customers.

Karen Green

Karen Green has been with NOAA and the Finance Office for 36 years. Her current position is Chief of the Certification & System Support Branch where she has held this position for 5 years. Under Vendor Support we have Bonnie, Terri, Vicki, Tiffany, Opa, and Sabine. Under the Certification Officers we have Carol, Peggy and Lou. Together we all make up the AOD, Certification & System Support Branch. Previously Karen was an Accountant for 7 years in AOD and an Administrative Payment Specialist for 3 years with the Commerce Administrative Management System (CAMS) Office. Karen began her career with the NOAA Finance Office as a Clerk Typist and became an Accounting Technician. She has also been a Supervisor in the Purchase Order & FEDSTRIP departments.

Deanna Stewart (formerly Deanna Trosper)

Deanna has been with NOAA and the Finance Office for 17 years and with the Federal Government for 21 years. Her current position is Relocation Specialist which she has served in for 6 years. Before serving as the Relocation Specialist, she was the Lead Accounting Technician. She has also processed Accounts Receivables in her time with the NOAA Finance Office.